

City of Waterville
DEPARTMENT OF PUBLIC WORKS
6 Wentworth Court
Waterville, Maine 04901-4892

TEL (207) 680-4744 FAX (207) 877-7532

REQUEST FOR BIDS
Municipal Sidewalk Tractor w/Attachments

DATE: January 7, 2021

INSTRUCTIONS TO BIDDERS

- 1. GENERAL:** The City of Waterville is accepting bids for a Municipal Sidewalk Tractor w/Attachments meeting the specifications accompanying this document.
- 2. BID SUBMITTAL:** Sealed bids will be accepted by the Office of the Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901 up to and including 9:30 A.M. local time, Friday, January 22, 2021 at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked "Bid – Municipal Sidewalk Tractor w/Attachments" in the center with the bidder's name and address in the upper left-hand corner. Bids not dated and time stamped by the Office of the Director of Public Works prior to the specified date and time stated above will be returned unopened.
- 3. WITHDRAWAL OR REVISION OF BID:** A bidder may withdraw or revise a bid after it has been received by the Office of the Director of Public Works, provided the request is made in writing or in person before the time set for bid opening.
- 4. BID AWARD:** Bid award, if the City determines to award, will be made within thirty (30) calendar days after bid opening, to the lowest responsible bidder whose bid fully complies with all requirements specified contingent upon approval by the City Council. The City reserves the right to reject any and/or all bids without absorbing any liability against the City.
- 5. Evaluation of Bids:** For purposes of evaluating the bids, in the event of any discrepancies on a proposal between an amount written out in words verses the same amount expressed in numbers, the amount written in words shall govern (if applicable). Similarly, unit prices shall prevail over extended totals. In the event of Additive Bid Items, the "low bid" shall be based upon the least total for the highest combination of bid items which may be awarded within the Control Amount (i.e. a predetermined budget amount to be disclosed at the time of bid opening). In the event that all Base Bids exceed the Control Amount, the "low bid" shall be based solely upon the lowest Base Bid submitted. Bidders shall examine and familiarize themselves with the Specifications and Bid

Documents. The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.

6. INTERPRETATION OF ADDENDA: It shall be the bidder's responsibility to make inquiry as to any interpretation of the specifications or requirements of the participants. Any changes in the specifications shall be by written addenda.

7. SPECIFIED QUANTITY: One (1) Unit

8. INVOICES AND PAYMENT: Invoices shall be transmitted to the City of Waterville, 1 Common Street, Waterville, Maine 04901-6699. It is the practice of the City of Waterville to pay invoices within thirty (30) days of receipt. The City is exempt from State of Maine Sales Tax.

9. PENALTY CLAUSE: N/A

10. INSURANCE: N/A

11. PERFORMANCE BOND: N/A

12. CANCELLATION: The City reserves the right to cancel any unfulfilled portion of the Contract if, in the opinion of the City, the services, equipment or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specifications. Cancellation shall be effective following ten (10) calendar days written notice to the Bidder

13. EXCEPTIONS TO SPECIFICATIONS: These instructions to Bidders and General Paragraphs are an integral part of the Specifications for a Municipal Sidewalk Tractor w/Attachments and will be binding on the Bidder. Bidders are advised that they shall be bound to the requirements of the Specifications, Instructions to Bidders and General Paragraphs unless exceptions are otherwise clearly noted in the Proposal. Any exceptions shall be considered, however, in determining the most acceptable proposal.

14. INQUIRIES: Any questions concerning this bid request should be directed to Fred Dechaine, Fleet Maintenance Manager, Department of Public Works, 6 Wentworth Court, Waterville, Maine 04901 or by email at fdechaine@waterville-me.gov. Telephone inquiries can be made by calling (207) 877-7530 between the hours of 7:00 AM & 3:00 PM Monday thru Friday.

15. GENERAL PARAGRAPHS: See attached Bid Specification

BID SPECIFICATIONS

Municipal Sidewalk Tractor w/Attachments

REQUESTED SPECIFICATIONS:

UNIT:

Current model year four-wheel drive rubber-tired articulating tractor (65 – 100 HP minimum engine power) that meets all Federal, State and EPA regulatory standards for the construction industry. It shall be complete as nationally advertised.

TIRES:

Heavy-duty with aggressive tread design for snow removal conditions.

Two (2) spare wheels and tires must be provided with the machine.

ATTACHMENTS:

Snow blower -

1. 60-inch maximum width HD dual stage blower with sidewalk chute

Additional Equipment -

1. ROPS Cab with heater and air conditioning
2. Two shockproof mounted headlights.
3. Two rear shock proof mounted work lights
4. Directional signals.
5. Back up alarm.
6. Horn
7. Slow moving vehicle emblem
8. Operator's manuals, Parts manual and Service manual.
9. Interior mounted circulation fan.
10. Strobe light mounted on left rear of cab roof with branch guard
11. Vandalism protection kit

12. Stop and hazard lights.
13. Cab mounted 5-lb. fire extinguisher.
14. AM/FM stereo radio
15. Tool Box.
16. Engine compartment doors.
17. Service hour meter.
18. Emergency Triangular reflectors.
19. Automatic low oil pressure/high temperature shutdown system.
20. Floor mat 1 piece
21. Articulation safety lock.
22. Air suspension Driver's seat

BID FORM

DATE: _____

To the Director of Public Works for the City of Waterville, Maine:

Please accept this bid submission from

(hereinafter called "Bidder"), a corporation* organized under the laws of the
State of _____ or a partnership/individual** doing business
as:

_____.

This bid is being submitted for a **Municipal Sidewalk Tractor w/Attachment** in
compliance with your invitation for bids, having examined the specifications and
conditions contained therein. Alternatives/Substitutions are as follows:

(Attach Additional Comments, As Necessary)

The Bidder proposes to supply the following:

Bid Option #1: Municipal Sidewalk Tractor w/Attachment

\$ _____

Extended Warranty: Provide Description Summary \$ _____

**Delivery Guaranteed within _____ days of contract award and not
beyond sixty (90) days of contract award.

NAME OF BIDDER: _____
BY: _____

(Signature)

NAME AND TITLE: _____
ADDRESS: _____

TELEPHONE: _____ TAX ID# _____

* Affix seal if by Corporation

**Cross out word/phrases that do not apply